Classroom Technology Training Checklist

Preparation and Setup

- ☐ Understands and correctly uses swipe access system for lectern access.
- ☐ Knows how to start the AMX control system and knows touch panel access code.
- ☐ Waits for system to completely start up before attempting to use it.
- ☐ Knows where USB ports on computer and monitors are.
- ☐ Knows where input panel is and how to use it.
- ☐ Knows where the computer is and how to turn it on.
- ☐ Knows how to turn the Sympodium and second monitor on.
- ☐ Knows that DVDs are played through the computer and can correctly do so.

Microphones

- ☐ Knows where microphones are kept.
- ☐ Knows where spare batteries are kept and understands the CTec battery policy.
- ☐ Knows how to adjust microphone volume & mute.
- ☐ Knows the differences of each microphone and can use each one.

Wireless Presenter

- ☐ Knows where the wireless handheld mouse presenter is kept.
- ☐ Knows how to correctly use the wireless presenter.

Touch Panel Operation

- ☐ Understands the differences between single and dual projectors rooms, and can comfortably use both.
- ☐ Can display PC signal through projectors.
- ☐ Can display Document Camera signal through projectors.
- ☐ Can display VCR signal through projectors. (If Applicable.)
- ☐ Can display Laptop signal through projectors.
- ☐ Can display Auxiliary video signal through projectors.
- ☐ Can identify and use both room and microphone volume controls, and mute buttons.
- ☐ Can identify and use projector auto adjust controls.
- ☐ Can raise and lower screens.
- ☐ Can turn projectors on and off.
- ☐ Knows and understands the different lighting controls for each room they will be using.

Shutdown and Clean Up

- ☐ Can identify and knows when to use the End Class Button.
- ☐ Knows how to turn microphones off and where they should be put.
- ☐ Knows where wireless presenter should be put.
- ☐ Makes sure document camera is turned off and the arm is lowered.
- ☐ Knows to make sure all PRS clickers are put away, PRS boxes locked, PRS key is put away, and how to report problems with clickers.
- ☐ Makes sure lectern door is shut and locked.

Problems and Troubleshooting

- ☐ Knows to reboot the computer if they are having a problem with it.
- ☐ Knows to restart the AMX control system if they are having a problem with it.
- ☐ Knows to check the volume controls on the computer and touch panel if they encounter an audio problem.
- ☐ Knows to call CTec when they encounter a problem if they cannot resolve it.
- ☐ Understands that not all CTec rooms are the same, and that they should be trained on the equipment in each type.
- ☐ Understands that Admissions and Records must be contacted ahead of time for any room usage. Emphasize there is no guarantee of any support for unscheduled events.